

## ANSWERS TO QUESTIONS ON EOPOA-01-03

### Section B

1. Is it permissible to use our GSA Schedule rates?

**Offerors may use whatever rates they deem appropriate. However, any award under this solicitation will not be made against a GSA Schedule contract.**

### Section C

2. Section C SOW, C.1 paragraph 3 refers to Attachment H. Attachments listed in Section J stop at Attachment G. Attachment H is also not available through the referenced web page <<http://www.whitehouse.gov/omb/rfp/>> Is there an Attachment H?

**The references to Attachment H. in C. 1, third paragraph, and C.2, first paragraph should be Attachment G. There is no Attachment H.**

3. Section C.2.3: What does OMB mean by “Software simulations”?

**Examples of “Software simulation” include computer programs and/or scripts to simulate user activity for testing and quality assurances purposes.**

3. Section C.2.3: What does OMB mean by “technical audit”?

**“Technical audit” refers to an assessment by a technical review team to ensure that system elements are functioning efficiently and effectively.**

3. Section C.3.1, references “Regulatory Information Systems based on Model 204. Is Model 204 a standard or a database?

**Model 204 is a database management system.**

3. Section C.3.1, Page 10: Is experience with any of the MAX applications REQUIRED?

**Experience with MAX applications is not required.**

7. Can the MAX DBMS can be converted to SOLARIS or ORACLE or some other DBMS as deemed necessary. Sect. C.3.1 reference the maintenance of the MAX DBMS and its upgrades.

**Current plans are to stay with IBM DB2 as the MAX DBMS.**

8. Section C.3.3 refers to Secure Socket Protocol. I am assuming it means Secure Socket Layer protocol which encrypts all communications between the sockets on the fly and transparent. Therefore, providing security virtually on any internet application.

**Reference should have been Secure Socket Layer Protocol.**

9. Section C.4.3, Page 12: Does EOPOA have development standards or can the contractor use their own?

**OMB has development standards. They are negotiable after award.**

10. Section C.4.5, Page 13: What are the incentives associated with the Performance Requirements?

**Incentives will be negotiated on a task order by task order basis. Incentives are positive evaluation reports, recommendations for additional and follow-on task orders, and uncontested contractor invoices.**

11. C.4.5 addresses the possibility of a penalty that may be applied against Task Order payments. To assess the risk associated with this contract provision, request you provide examples of penalties that have been identified in previous task orders or are anticipated for future task orders. In addition, will the Government consider discussion of potential penalties during the Task Order proposal process or is it anticipated that this is a non-negotiable item?

**In the past we have assessed negative incentives of up to 1.5% of the monthly task invoice amount for each day (24 hour period) for missed delivery or deviation from the functionality and/or performance required. Incentives are subject to negotiation.**

12. C.4.7 identifies both positive and negative incentives. Paragraph C.4.5 only addresses 100% payment and penalties. Is it the Government's intention that 100% payment is the positive incentive?

**Yes**

13. Section C.5.1, How many COBOL applications does EOPOA have?

**See Attachment G, page 6, section 3.2.2.**

14. Section C.5.1: Should "Data Link Libraries" be "Dynamic Link Libraries"?

**Yes, Data Link Libraries should be Dynamic Link Libraries.**

15. Subparagraph C.5.4 – Is the incumbent contractor contractually required to conduct a phase in/phase out period with the winning contractor?

**The incumbent contractor is required to conduct a phase in/phase out period with the winning contractor.**

15. Are there any activities and/or materials that will be contractually required to be available during the phase in period?

**Government furnished materials and equipment will be available during the phase in period.**

17. Is the material being provided by the incumbent considered GFI/GFE? Will this material be required to have gone through final government quality reviews and have been accepted prior to being provided to the winning contractor?

**The materials are Government furnished, unless otherwise stated. Any anomalies discovered by the contractor should be brought to the attention of the COTR as soon as they are discovered.**

18. Is it expected that work in progress will be turned over or will all previous task orders have been completed and material accepted prior to contract start date?

**Not all task orders will be completed and some work in progress may be turned over.**

19. Section C.5.2.1 identifies 7 different labor categories. Section C.5.2.2 specifies that 5 of these categories are key. Section B implies (7680 hours) that there are four (4) positions in the Programmer Analyst -- Level 3 category. This implies that 8 of the 11 positions on this contract are considered key. Is this an accurate assessment?

**Section B should have only specified 1920 hours for the Programmer Analyst – Level 3.**

20. Section C.5.2.2, Key positions -- 1. The project requires the services of four programmer/Analysts \_ Level 3. Are all four considered Key Positions?

**Actually there is only one Programmer Analyst – Level 3 position (see above).**

21. Section C.6.2, Work Conditions. A number of the labor categories specified in the solicitation appear to be subject to the Service Contract Act and to be nonexempt staff. Can

the Government modify this section to allow for overtime premiums to non-exempt personnel to whom the contractor is required by law to pay overtime premium pay for work in excess of forty (40) hours per week?

**The Government has no plans to modify Section C.6.2. because it is considered a contractor management issue. We do allow the contractor flexibility to stagger and adjust work schedules to minimize excess hours.**

22. C.6.2 anticipates that contractor personnel must be available 24 hours a day, 7 days a week, 365 days per year. The last paragraph states that advance COTR authorization is required for all work over 40 hours per week. Will on-call personnel be required to obtain COTR approval to work prior to responding to technical trouble calls?

**No, on-call personnel will not be required to obtain COTR approval to respond to trouble calls.**

23. Section C.6.2, Does the Government supply the pagers for 24x7 coverage or the contractor? Are we required/allowed to have physical access to offsite machines?

**The Government supplies the pagers. Yes you may be required/allowed to have physical access to offsite machines.**

24. C.6.2 states that the Government will not pay an overtime premium. I.2 identifies the Employee Class Monetary Wage - Fringe Benefit rate if the contracting agency employees are hired subject to the provisions of 5 U.S.C. 5341 or 5332. I.2 also clearly states that this is not a Wage Determination. Four Skill Positions at Attachment F equate positions to specific DOL classes. This appears to conflict with the cited paragraphs in C and I. What is the Government's intent by providing the specific DOL class for four skill positions?

**The Government has identified positions that may fall under the Service Contract Act. As such, contractors will be required to pay minimum wages and benefits for those employees that fall into non-exempt categories. As stated above in the answer to question # 21, overtime should not be an issue because the contractor may adjust work schedules or stagger staff to provide sufficient coverage.**

## **Section H**

25. Section H.3 states that key personnel identified in the submitted proposal must be assigned to the contract. Is it necessary to submit resumes for each of the four (4) Programmer Analyst -- Level 3 positions?

**There is only one Programmer Analyst – Level 3 position (see 19 and 20 above).**

26. Section H.14 Administrative Leave and Dismissals. The cited Section specifies that such time shall not be a direct charge to the contract. In order to ensure that only the minimum

weight is given to such a factor, can the Government provide the average time in days or hours, expended for such Administrative leave each year for the last three years?

**Approximately 2 days per year on average, however due to the capability of contract personnel to work remotely using off-site computers and communications, coupled with flexibility allowed to the contractor in setting and adjusting work schedules, the impact can be offset in many cases.**

## **Section K**

27. Subparagraph K.1.b.2 and K.1.b.2.i – Please provide an example of how these subparagraphs should be completed. It is not clear if the name of our authorized signatory's name and title is entered twice, once in **K.1.b.2** and again in **K.1.b.2.i**.

**The signatory's name and title is entered in the blank in (b)(2)(I).**

28. Subparagraph K.8 – Small Business Program Representations – Is there a minimum percentage of work that must be performed in house by the small business to be qualified for the set aside e.g. 51% small business and 49% subcontractors.

**Clause 52.219-14, Limitations on Subcontracting , requires that at least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern.**

## **Section L**

29. Regarding the Technical Proposal, section L.5.B specifies type no smaller than 12 characters per inch. This is a measure applied to a fixed pitch font such as Courier. Do you have a minimum font size for a variable pitch font such as Times Roman?

**Pitch font 12 is satisfactory.**

30. Section L.5. B states that footnotes to text shall not be used. Should it be necessary and appropriate to cite sources at some point in the proposal, how should this be done? Would the government prefer (1) the citation be placed in brackets or parentheses at the appropriate place in text, or (2) all citations be compiled in a "notes" section at the end of the volume?

**The Government has no preference where citations go, however, any annex to the proposal will be included in the page count.**

31. Section L.5.1.3.b of the RFP requires that bidders provide a skills matrix and resumes for proposed positions. It does not specify the number of resumes and labor categories. Section M.4.2 Subfactor 2 - Project Team Personnel documents an evaluation plan that is based on evaluating the depth, breadth and availability project team personnel. Taken as a whole, the RFP seems to be asking for resumes for all project team staff in accordance with the

estimated hours provided in Section B. Such a requirement would offer the incumbent contractor a significant advantage. Typically, similar RFPs ask for a subset of resumes for 25% to 30% of the level of effort or also commonly, resumes for just the management team. Will the Government specify the labor categories and number of resumes required and limit resume evaluation to those submitted?

**The Government prefers, at a minimum, resumes for the 5 key positions listed in section C.5.2.2 (Please refer to questions 19, 20, and 25). Notwithstanding this preference, the evaluation factor at M.4.2 is still valid and proposals shall be evaluated based upon the offeror's ability to provide the depth, breadth and availability of qualified staff to support this contract as stated in M.4.2.**

## **Attachment F**

32. Attachment F, Personnel Qualifications. We note that Federal Acquisition Circular (FAC) 25 provides that when acquiring technology services, solicitations must not describe any minimum experience or educational requirements for proposed contractor personnel unless the contracting officer determines that the needs of the agency cannot be met without that requirement or required the use of other than a performance-based contract. With respect to the four labor categories subject to the Service Contract Act included in this solicitation, has the determination referenced in the above clause been made?

**Attachment F. describes duties, desirable skills/education. The Skills Position descriptions are provided for informational purposes only to help the offeror better understand the requirements for services requested under this contract and to assist the offeror in proposing staff. These are not minimum requirements.**

33. The Skill Positions at Attachment F do not refer to the technical expertise identified in paragraph C.5.1. Would the Government accept a slate of proposed personnel who collectively possess the expertise identified in C.5.1 vice every team member having all of this expertise?

**Yes.**

34. I am assuming the System Analyst will be used as Testers and CM. Not sure if so, can a CM tool be introduced or used.

**All positions may be testers. A CM tool may be considered by the Government after award.**

## **Attachment G**

35. Refer to Attachment G, 3.1 Functions required of OMB Budget Systems. Business rules are in custom applications now. How many are there? Is there any place that lists all of them?

Where is it located. How often is it updated? How are they fed from Regulatory Management & Regulatory Tracking Systems. If we use n-tier systems can we automate and synchronize updates?

**There are approximately 700 business rules located in DB2 tables. The tables are updated 2 to 3 times yearly. They are not fed from Regulatory Management and Regulatory Tracking Systems.**

36. Attachment G, 3.2, MAX A-11 Data Entry System (MAX A-11). There are 700 users 300 workstations. How many different types of users are there? Training requirements? Types of reports? What are user expectations? Enhancements? Future plans?

**Types of users – Internal OMB users and external agency users.**

**Training requirements – Training in the application is given once a year. Separate training sessions for OMB and agency users.**

**Types of reports – Overnight production and up-to-the minute reports. Some are written in Easytrieve and others in cobol.**

**Enhancements – Software is modified based on changes to A-11, user change requests, and evolving policy requirements. Major enhancements are listed in section C.3.3 of the RFP.**

**Future plans – See section C.3.3 of the RFP.**

37. Attachment G, 3.5, Batch Processing and Reporting. OS390 to RS6000 migration. What is the timeframe? May we employ Oracle Discoverer? Is your intent to eliminate all batch reports? How many are current or anticipated to be in paper form?

**The timeframe for the OS390 to RS6000 migration is 3 years.**

**Oracle is not currently in the MAX environment. Post award, the Government may consider this and any other suggestions.**

**There is no intent to eliminate all batch reports.**

**There are approximately 500 reports in paper form.**

38. Batch Processing and Reporting. Data is currently in relational database data structures. Should we first consider redesigning all data structures into star schema for future planned data warehouse & create new data marts and reports?

**No, you should not first consider redesigning all data structures into star schema. Post award, the Government may consider this and any other suggestions.**

## **General Questions:**

39. Is the contractor required to be either ISO 9000 or SEI CMM Level 2 certified?

**See L.5.1.3.a.(3). – Management plan – Quality Control Plan.**

40. Since there was no pre-bid conference, are there representatives available to meet with?

**No.**

41. Is there an incumbent support contractor who is currently providing the software support services described by the RFP?

**The incumbent contractor is Computech, 7735 Old Georgetown Road, Bethesda, MD 20814.**

42. What is the contract number of any predecessor contract and the total dollar expenditures in the most recently completed project year?

**The contract number is MB6C02. The total dollar value of all task orders issued to date is \$4,778,691.**

43. Is OMB satisfied with the overall quality, value and responsiveness of this contractor?

**Yes.**

44. Regarding Solicitation EOPOA-01-03, who bears the cost for the name checks, the full-field FBI investigations, and the other background investigations?

**The background investigations will be conducted at Government expense.**

45. What is the current billing rate by job classification?

**This is information may be available through the FOIA.**

46. What is the average billing rate per classification?

**We do not have that information.**

47. Can you tell us what is the current benefit package (health insurance, dental, prescription drug plan, vision plan, vacation, disability, life insurance, training, retirement, etc)?

**No, that is proprietary information of the incumbent contractor.**

48. What is the minimum benefit package requirements?

**There is no minimum benefit package except that required for employees applicable to Wage Determination No. 94-2102 (Rev.22).**



49. Can you tell us if a new contractor is selected and if the current employees are hired by the new contractor, will the new contractor be required to treat the employees as new hires or will they be given tenure?

**Employment agreements are subject to negotiation between the contractor and the employees.**

50. Can you tell us what is the length of time the current employees have worked on this contract?

**We do not have this information.**

51. Standard Form 3881, Attachment D, cannot be located at [www.filform.gsa.gov](http://www.filform.gsa.gov). Where should we obtain a copy?

**This form will be provided to the successful offeror at the time of award.**

52. Are joint ventures/team proposals accepted?

**Yes, however, the requirements of Clause 52.219-14 must be met.**

53. What is the anticipated award date?

**The anticipated award date is October 15, 2001.**

54. Approximately how many companies received notice of this RFP?

**260**

55. What profile of company (revenue, staff, background) would be most likely to be awarded this RFP?

**Please see Section M.4 and M.5 for evaluation criteria.**

56. Is it beneficial or preferred that the responding company have an office near the Government worksite?

**Yes, it would be beneficial for the contractor to have an office in the Washington, DC metro area.**